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From: Rosas, Giovanni (DPH)
Sent: Thursday, March 31, 2011 12:47 PM
To: Lawler, Michael (DPH)
Subject: RE: Webcast from February 16

Mike I just got this from Deb Carter, see if this works ...

Participants at Your Site

Other participants at your site will also need to register for the program in order to participate in the program and for CEU credit. Please give each participant the following registration information.

Registration URL www.aphl.org/courses/Pages/588-616-11.aspx

Complimentary Discount Code Enter discount code 616lc in the discount box (click apply) to receive this program at no additional cost.

After the program – Post test/Evaluation/CEU Process:

Continuing education credits will only be available for **December 16, 2011**. Students who have completed the course post test and evaluation

before the deadline are eligible to receive a certificate. **Please be sure to complete the post test and evaluation before the deadline to receive a continuing education certificate.**

APHL offers both PACE® (is accepted in all states including CA except Florida) and Florida CE credit. **To obtain a certificate, participants must**

complete a post test and program evaluation. After completing the evaluation you will be able to print your own PACE® certificate. If you request Florida credit, your information will be forwarded to CE Broker and you will receive a certificate by email within a month.

A. Directions for completing the post test/eval/CEU process.

The evaluation is included on your registration for the program or you can follow the directions for the participants.

1. Go to www.aphl.org/cec (log-in if necessary using the same email address and password that you used to register)

2. Select **PROCEED**

3. On the page with the **TO DO** list, click on the black arrow before the program title

4. Click on the **START BUTTON** to do the Post Test (if the post test does not open you will need to turn off your pop-up blocker or set it to always

accept pop-ups from this site- contact you IT department if you need help doing this)

5. On the last screen of the post test select **LAUNCH**. It will bring you directly to the evaluation.

6. Complete the evaluation and select **DONE** on the last page.

7. Now you will see a CEU certificate icon next to the program title

8. Select the **CERTIFICATE ICON** and print the PACE® certificate

From: Lawler, Michael (DPH)
Sent: Thursday, March 31, 2011 12:05 PM
To: Rosas, Giovanni (DPH)
Subject: RE: Webcast from February 16

Gio,
Just like last month, I go through the registration process, get to a point where it asks for any discounts, I enter 616RE, go to the next page and I can't get beyond the payment method page. This is the point Peter gave up. I am wondering if all the people who showed up for the first session gave up for this reason as well? There were about 20 folks at the first session. Mike

From: Rosas, Giovanni (DPH)
Sent: Thursday, March 31, 2011 10:39 AM
To: Jenner, Jennifer (DPH); Cheng, Gloria (DPH); Lawler, Michael (DPH); Kane01, Peter (DPH); Piro, Peter (DPH); Marcelus, Fredlyne (DPH); Brazzo, Joseph (DPH)
Subject: Webcast from February 16

Good morning
For those that took the first course called Liquid Chromatography on Feb 16th. It would require you to do the post/evaluation. You have to be registered for the program to be eligible to receive the CEU credit. If you are not registered go to www.aphl.org/courses/Pages/588-616-11.aspx. To register for free use the code: **616RE** in the discount box in the registration payment area. The rest of the instructions should be in the handout, if you don't have the handout I could give you one. This course is also available in our P drive under Teleconference file.

Thank you

Giovanni Rosas
Administrative Assistant
William A. Hinton State Laboratory
Massachusetts Department of Public Health
305 South Street, Boston MA 02130
Phone: 617-983-6689